

ADMINISTRATIVE ASSISTANT - STRATEGIC GROWTH SERVICES

Position ID: J0925-0061

Job Title: ADMINISTRATIVE ASSISTANT - STRATEGIC GROWTH SERVICES

Job Type: Permanent Part Time

Department: Strategic Growth and Investment

Number Of Positions: 1

Min Salary: \$30.50/Hour

Max Salary: \$38.13/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Administrative Assistant position provides support to a range of areas related to the day-to-day administration, and customer service for the Strategic Growth division. The Administrative Assistant works closely with the Manager of Strategic Growth Services along with Team Leaders on a variety of tasks including meeting scheduling, agendas and minutes, expense reports, invoices, and other projects as needed in relation to the department's core services.

Responsibilities include but not limited to:

- Provide exceptional customer service via telephone, email and face-to-face. Responsible for responding to customer inquiries / complaints and undertaking proactive outreach to customers and stakeholders
- Provide administrative support to manage schedules and meeting bookings

- Monitor and track Council and Committee meeting agendas and minutes to advise leaders of impact to Strategic Growth Services
- Lead the Division's administrative work including assisting with budget, file management (SharePoint), making travel arrangements, managing contacts
- Track and file invoices and expenses; complete monthly credit card reconciliation and expense coding (for Manager and Team Leaders as required)
- Assist Department members with execution of projects including conducting research, managing information, coordinating meetings, compiling reports
- Maintain a Divisional Action Item List, and Compliance Item List and hold bi-weekly meetings to track
- Provide administrative support in updating approved development permits, agreements, and commercial parking data to planning software
- Provide documentation support for processes, procedures, and templates, including development completion and file closure processes
- Provide administrative support by updating user-friendly guidelines for application processes, assisting with FAQs for the Community Growth Application process. Tasks also include conducting research and analysis on planning matters, maintaining Backflow data and notifications, testing software updates.
- Provide support in preparation for presentations, open houses, and external events, including preparation of materials
- Produce Guidelines and Memos for service line processes
- Provide administrative support to the Land Use Bylaw Sustainment Forum for meetings and follow up actions

You Bring:

- Completion of a certificate or diploma in Business Administration, Administrative Information Management, Office Administration, or a related field.
- 3 years' experience as an administrative assistant
- Strong computer skills and thorough knowledge of Microsoft Office including MS Word, Excel, Outlook and SharePoint.
- APC Certification and or Canadian Certified Administration Professional (CCAP) would be an asset
- Ability to learn proficiency with CityView software
- Beginner level proficiency with AI programs to produce results.
- Strong attention to detail and a high level of accuracy
- Excellent written and verbal communication skills
- Experience managing data and information
- Experience coordinating and executing meetings and special events
- Ability to anticipate the needs of the customer as well as the team and take appropriate action
- Exceptional customer service skills and an innate desire to assist others
- Dependability and initiative-taking, with demonstrated resourcefulness and effective problem-solving skills
- Ability to quickly align with shifting priorities, work assignments and timelines
- High degree of confidentiality, professionalism, positivity and enthusiasm
- Willing to accommodate a flexible work schedule

- Ability to be a positive influence in a team-setting
- A growth mindset with desire to learn

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual Genesis Place pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This permanent part time position (18.75 hours per week) includes a comprehensive benefits and pension package.

Please provide a cover letter as a means of introducing yourself.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered. If you require an accommodation during any part of the application or hiring process, please contact us and we will work with you to meet your needs.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.